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AUTHORITY
ÙGH DARRAS POILIS NA H-ALBA

Forensic Services Committee Public Action Log

Action No	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update/Comments
MEETING HELD 4 MAY 2023						
20230405-FSC - 001	Action Logs: Ensure that sufficient updates relating to ongoing areas of business are provided within action logs.	Forensic Services SMT	OPEN	10-08-23		31.7.23: Action registers updated Propose to close.
20230405-FSC - 002	Directors Report: Ensure that the committee have sight of the Post Implementation Review of the Scenes Tasking Unit including benefits realised and lessons learned.	Fiona Douglas	OPEN	10-08-23		31.7.23: Once the post implementation review has been concluded (by end October) this will be reported back to FS Committee – propose amending date to the February 24 meeting. Propose ongoing.
20230405-FSC - 003	Performance Report: Ensure that the Performance Report includes a Balance Scorecard, including RAG status to ensure that good information being provided within the report was not lost on the reader.	Fiona Douglas	OPEN	10-08-23		13.7.23: Included in revised FS Performance Report submitted for discussion at FS Committee 10 th August 2023. Propose to close

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20230405-FSC - 004	Performance Framework: Consider members comments and provide an update around when this piece of work will be taken to the FS Committee for approval.	Vicki Morton	OPEN	10-08-23		13.7.23: Discussions on revised Performance Report will shape the detail of the Performance Framework. This will be provided to FS Committee in October 2023. Propose to close.
20230405-FSC - 005	Forensic Services Strategic Workforce Plan: Ensure that SMT are fully engaged with SPA Workforce Governance Colleagues on this piece of work.	Fiona Douglas	OPEN	10-08-23		31.7.23: Governance around the development of the next version of the SWFP will be confirmed following the Demand forecasting SLWG which report into FPIG – this work is about to start with a six-month target date. Once the demand forecast has been completed this will provide the information required for the SWFP. Propose to close.
MEETING HELD 1 FEBRUARY 2023						
20230102-FSC - 002	Forensic Services Performance Report: Provide an analysis of how sustainable outsourcing will be and risks attached.	Fiona Douglas	OPEN	4-5-23		26.04.23: Risks relating to toxicology provision are detailed in agenda item 11. The outsourcing plan for 22/23 is included in the drugs driving report the final plan for 23/24 is nearly complete following confirmation of funding. Confirmation of supply (i.e. market capacity) is in final stages of assessment. 13.7.23: Information included in Criminal Toxicology update for FS Committee meeting of 10 th August 2023 Propose to close

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20230102-FSC - 007	Change Programme Update: Revise the format of the report and include some form of assurance map in order to gain a sense of timeframes around what areas were ahead and lagging and the reasons for that.	Joanne Tierney	OPEN	4-5-23		<p>26.04.23: A revised format for the report has been included. Further work is ongoing to provide the information requested around an assurance map and this is being incorporated into a clear view on benefits tracking and realisation.</p> <p>13.7.23: Format of Change Programme Update revised and submitted to FS Committee meeting of 10th August 2023 for discussion.</p> <p>Propose to close.</p>
MEETING HELD 24 OCTOBER 2022						
20222410-FSC - 002	Performance Report: Ensure the data in relation to lab capacity and demand is made richer by mapping people into that in order to provide an indication of resources per unit and the cost to serve into each area.	Fiona Douglas	OPEN	4-5-23		<p>06.12.22: This work will be completed in line with the performance framework development with an aim to refresh performance reporting in line with this from April 23.</p> <p>26.04.23: A new format performance report which is easier to understand, more relevant and aligned with the new performance framework and SWFP will be provided from the start of this financial year and therefore for Q1 23/24</p> <p>13.7.23: Included in revised FS Performance Report submitted for discussion at FS Committee 10th August 2023. Unit cost activity is ongoing and will be included in reports when available.</p> <p>Propose to close.</p>

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20222410-FSC - 003	Performance Report: Ensure that future reports provide more trend data in relation to scene examination. In addition provide members with the prioritisation process that sits around crime scenes.	Fiona Douglas	ONGOING	1-2-23 4-5-23		<p>06/12/22 – Update to scene examination data will be included in the Q3 performance report which will be presented in the February Committee Meeting.</p> <p>23/1/23 – Included in the performance report</p> <p>01.02.23: The Chair has requested more trend data for future reports and requested that this action is not closed until data has been provided.</p> <p>26.04.23: Trending data is included, further information required as to the requirement – Director to follow up after the meeting.</p> <p>13.7.23: Scene prioritisation is underpinned by the joint PS / SPA FS Scene Attendance Policy and Guidance and is utilised by the Scenes Tasking Unit. See action 20230405-FSC – 002.</p> <p style="color: red;">Propose to close</p>
MEETING HELD 8 AUGUST 2022						
20220808-FSC - 003	Biometrics Landscape and Governance Update: Report the expected timeframes for delivery of	Fiona Douglas	OPEN	4-5-23		<p>10/08/2023 – technical issue with the PNC Fingerprint weeding being deployed has been identified as is due to be resolved on 26/07. Local testing will be carried out, and if no issues identified then 'live proving' will commence, in addition to train the trainer, which will allow faster roll-out of the training to staff.</p>

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						<p>23/1/23 – no further update at this time</p> <p>06/12/22 – no further update at this time</p> <p>14.10.22: Forensic Services is working closely with the Home Office to allow the required changes that enable Scottish records to be weeded by FS staff. The timescale for completion of this is not agreed at this time due to complexities with the changes required on PNC.</p> <p>26.04.23: Further work required to determine when this will be completed</p> <p>31.7.23: This work is now complete and Scottish records can now be weeded by FS Staff</p> <p>Propose to close.</p>
MEETING HELD 25 APRIL 2022						
<p>20222504 – FSC – 003</p>	<p>Forensic Services Performance Report – Q4: Explore opportunities to use benchmarking within the Performance Framework in order to provide the committee with a comparison with other similar forensic science organisations.</p>	<p>Fiona Douglas</p>	<p>ONGOING</p>	<p>Aug-2022 1-2-23 8-5-23</p>		<p>06.12.22: No further update at this time</p> <p>14.10.22: Discussions are ongoing with the Met Police to provide some benchmarking information particularly in relation the scene examination provision</p> <p>02.08.22: Benchmarking will be incorporated into the development of the performance framework which will be undertaken this financial year.</p>

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						<p>26.04.23: Benchmarking work is ongoing and updates will be provided in future performance reports with the initial focus on scene examination</p> <p>13.7.23: Included in revised FS Performance Report submitted for discussion at FS Committee 10th August 2023. Update also in Directors report around recovery rates and ongoing benchmarking.</p> <p>Propose to close.</p>

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